

SWAP EXPIRES		<b>PIPELINE AIRMEN ASSIGNMENT NOTIFICATION AND RELOCATION PREPARATION</b>		
<b>SECTION I</b>		<b>IDENTIFICATION AND ASSIGNMENT DATA</b>		
GRADE AND NAME (Last, First, Middle Initial)		CAFSC	SQUADRON  TTS/MTF	
GAINING UNIT		EMERGENCY ADDRESS		EMERGENCY TELEPHONE (Include Area Code)
<b>SECTION II</b>		<b>INSTRUCTION FOR THE STUDENT</b>		
This is your notification of assignment upon completion of your present course of instruction. You will NOT be allowed to depart this base until this form is completed and all appointments are met. Visit each agency marked with an "X" below.				
<b>SECTION III</b>		<b>REQUIRED PREPARATION ACTION</b>		
	<b>ACTIONS</b>	<b>INSTRUCTIONS</b>	<b>INITIALS</b>	<b>DATE</b>
<b>X</b>	TMO	Report to Traffic Management Office, Bldg 5616, Rm 112/113. <b>POV: YES/NO</b>		
<b>X</b>	RELOCATION ASSISTANCE	Report to Relocation Assistance Center, Bldg 5616, Rm 114. Extended hours on Wednesday and Thursday until 1800.		
	ON-BASE HOUSING	Military married to military or students with dependents, must report to Bldg 5616, Rm 114.		
	AF FORM 1466	Medical/Education/Dental Clearance for Dependent Travel Overseas. Report to your Unit Personnel Office no later than 3 duty days after receiving this notice.		
	PASSPORTS	Required for each dependent who will accompany you overseas. Contact your MTL within the next 3 duty days to schedule an appointment.		
	AF FORM 965	Overseas Tour Election Statement, contact your MTL within the next 3 duty days for an appointment slip for Student Assignments.		
	MEDICAL CLEARANCE	Report to Bldg 6612 for medical clearance processing.		
	DENTAL CLEARANCE	Report to Bldg 6418, Dunn Dental Clinic, for appointment.		
	IMMUNIZATION	Report to Bldg 6612, Dispensary, and take your shot records.		
	O/S TRAVEL RESERVATION	Report to Traffic Management Office, Bldg 5616, for port call tickets up to 3 days prior to outprocessing.		
	PRP	Completed by Squadron Representative and turn in 30 days prior to departure.		
	SECURITY REQUIREMENTS	Report to Security Manager to initiate proper clearance. Member requires _____ clearance.		
	PPC			
<b>SECTION IV</b>		<b>STUDENT ACKNOWLEDGMENT</b>		
<p><b>NOTE:</b> The Outprocessing Briefing is a <b>mandatory</b> appointment. You must bring all of the following items: this form, a pen, medical records, ID card (must be current and in serviceable condition), port call tickets (overseas assignments only), and all remaining copies of your PCS orders and amendments. This is a mass outprocessing briefing. Its duration is determined by the number of students who report to this briefing. If you are cooperative, attentive, and prepared, the briefing will go fairly quickly. However, do not make plans to depart Lackland Air Force Base before 1700. You will be given your Unit Personnel Records Group (UPRG) in Student Assignments during Outprocessing Briefing.</p> <p>I certify and understand the following: I will be in uniform for the outprocessing briefing. OVERSEAS ONLY - I fully understand, in accordance with current Air Force directives, I cannot be forced to take leave. Specifically, I am not required to depart this base in advance of reporting date or port call date minus the number of leave days I desire and the travel days that I am authorized in my orders. I will not make any travel reservations which would require my departure from Lackland prior to 1700 hrs on my final outprocessing day. I will not purchase any airline tickets for leave purposes until my final outprocessing briefing is confirmed. All items on my checklist are complete and I am qualified to proceed PCS. Be sure to bring this form, ID card, ID tags, medical records and port call tickets to the final outprocessing briefing.</p>				
SIGNATURE OF STUDENT			DATE	
<b>SECTION V</b>		<b>FINAL QUALITY CONTROL RECERTIFICATION</b>		
This individual is/is not qualified for reassignment. When a student is recommended for reassignment and one or more of conditions listed in AFI 36-2110 exists, a copy of the letter of notification to the gaining commander will be attached to this form to be filed in her/his relocation folder.				
SIGNATURE OF COMMANDER/DESIGNATED REPRESENTATIVE			DATE	

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The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

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